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CATALOGUING RULES

SUPPLEMENTARY TO THE "CATALOGUING RULES, AUTHOR AND TITLE ENTRIES, COMPILED BY COMMITTEES OF THE AMERICAN LIBRARY ASSOCIATION AND THE (BRITISH) LIBRARY ASSOCIATION. AMERICAN EDITION, BOSTON, 1908," AND TO THE SUPPLEMENTARY CATALOGUING RULES, ISSUED ON CARDS, OF THE LIBRARY OF CONGRESS

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LIBRARY OF ARCHITECTURE AND ALLIED ARTS

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CARDS: No book will be issued or received without presentation of card. The person in whose name the card is issued is responsible for all books and plates drawn on it, and for all fines accruing on the same.

FINE: Five cents per day will be charged for books and plates kept overtime.

DAMAGES: Pencil marks, torn or defaced labels, book plates or card pockets or mutilation of the book or plate itself will be charged to the card owner. See that they are not issued to you with such defects.

TIME: Books or plates may be kept 14 days, except when labeled otherwise.

RENEWALS: No book can be renewed if a postal reservation is waiting. Renewal for one week is given upon all 14 day books or plates which have not been reserved by postal, upon presentation of card and book number or by telephone.

RESIDENCE: Notify the Library immediately of any change of residence of yourself or guarantor.

ENTRY AND HEADING

a) Personal authors — under whom as author

2) **Joint author entry.** Give only the first author in the heading.

15) **Indexes.** Catalogue separately indexes to serials covering more than two years, all indexes to the same serial to be catalogued on the same entry if practicable. An index that has been superseded by a later one need not be catalogued separately if not issued separately. Specify all indexes covering more than two years in a note to the entry for the serial.

In the case of indexes covering long periods of time, and preceded or followed regularly by indexes for shorter periods, *e. g.* an index to 50 volumes, with indexes to every 10, catalogue the latter as a "dash" entry on the card for the larger index. Brief author indexes and comprehensive tables of contents are, as a rule, not to have separate entries, but should be noted on the entry for the serial to which they belong.

b) Personal authors — under what part or form of name

25) German and Austrian names like Jüptner von Jonstorff, Sigmund von Ilanor, Philippovich von Philippsberg, are to be printed in that way, not Philippovich, *Freiherr* von Philippsberg.

Authority: Siebmacher's Wappenbuch.

28) **Unused forenames.** Use form prescribed in note.

31) In the case of names of ancient, medieval or renaissance authors, consisting of forenames and local or other designations that are well established as parts of their names, underline the whole name for boldface type.

35) **Titles of nobility, etc.** Follow L. C. practice as stated in foot-note; do not use the titles General and Admiral in headings except when needed for identification.

36) **Epithets, etc.** When such epithets have the form of real surnames, they may be printed in boldface type.

38) **Pseudonyms.** Follow L. C. practice as stated in foot-note.

46) **Sovereigns.** Follow L. C. practice as stated in foot-note.

52–56) **Oriental writers.** Follow in the main the form of name adopted in the catalogues of the British Museum, using western form for main heading in cases of doubt. Transpose the article as suggested in foot-note.

c) Corporate bodies as authors

General rule. Use in headings the latest form of the name of a corporate body unless the change is the result of consolidation, in which case enter serial publications under the latest name, non-serial under the name at the time of issue. When a corporate body has a definite location, give the place in the heading, in italics, unless it occurs as part of the name, and even in the latter case when needed to avoid ambiguity.

Government publications

58) **General rule.** Enter government offices the name of which can not be ascertained in the vernacular or English, under the name indicated in the publication at hand. Adjectives and nouns designating country, which are parts of the name of government offices, need not be repeated in the subheading.

59) **Bureaus or offices subordinate to a department.** Enter offices subordinate to a department of the U. S. federal government or of an American state government as subheadings under the department. Enter U. S. federal and state government offices or divisions which at different times have been subordinate to different bureaus in the same department, directly under the department, and bureaus which at different times have been subordinate to more than two departments, directly under the U. S. or the state. Use henceforth the form U. S. instead of U. S. A.

62) **Laws.** Follow L. C. practice as stated in foot-note.

68) **Constitutions.** Follow L. C. practice as stated in foot-note.

70) **Charters.** Enter compilations including "Charters and ordinances" under Ordinances, with aac. under Charters.

Societies

72) **General rule.** Adopt alternative a) 2 for American state societies.

78) **Learned societies whose names begin with K. K., R., I., etc.** The following note is printed on cards and inserted in the author catalogue under such words and abbreviations as Königliche, K. k., Imperial, etc.: ". . . . . is as a rule not used in alphabeting, even though the heading begins with it. For an entry not found here, see the next word in the heading."

Institutions (Establishments)

83) Enter hospitals and charitable institutions under the name of the place and refer from the name of the institution. L. C. supplementary rule 36.

Miscellaneous bodies or organizations

101) **International meetings.** 105) **Conventions, conferences.** Catalogue individually the proceedings of such meetings, both national and international, unless they are published as parts of a set or the meetings are held at regular intervals of one year or less.

When the name of a congress, for which individual entries are made for each session, changes, use the last form of name for all publications if the change is one of form only, but when the change implies a change of scope, enter each under its name, with mutual general cross references.

109) **Firms.** In case of manufacturing firms, take the place from the works rather than from the office: if a firm has works and offices in several places and the location of the headquarters cannot be ascertained no place is to be given. Use form *Appleton & Co., D.*

Abbreviate the word Company in headings and imprints, when preceded by "and".

d) Title entry

112) **Anonymous.** Make no added entry under name of place.

116) **Anonymous.** When spelling or compounding is not in accordance with the Century dictionary, make added entry under the form preferred by it; also under any form asked for by the Reference Librarian.

121) **Periodicals.** In case of a current or very incomplete serial the editors need not be enumerated, except those long or prominently connected with it; but in such cases make a list of all the editors on a typewritten card for the shelf lister's continuation catalogue.

Almanacs or similar publications, editions of which are issued at frequent though irregular intervals, may be catalogued and shelved as a set.

When a periodical is the organ of one or more societies, give the names of these in the entry, and make added entries for them; if the number of these societies varies, they may be omitted with the approval of the Council.

Enter a regular periodical issued by a government office under its title, if this is distinctive. In doubtful cases entry under the office is to be preferred.

128) **Series entry.** Make separate cards for all series of which complete sets are ordered or expected by gift. Make the following note on cards for series not shelved together: "The volumes in this series are shelved according to their subjects. Cards for the individual works follow that for the series in the author catalogue."

e) Miscellaneous rules

130) **Geographic headings.** Use the Century encyclopedia of names as chief authority in choice of form; but if the practice of the Library of Congress differs, follow that.

131) **Modified vowels.** When there is doubt as to the author's own practice, give preference to the umlaut in the heading. Always arrange the cards as printed.

TITLES

136) **Title.** If the author's name stands at head of the title and in the nominative, or if it is found elsewhere in the book than on the title-page, state the fact in a note.

When the title-page of a book gives a list of fewer than five collaborators, include all the names in the title, or in a note if the title is long. If it contains more than five and there is no general editor, give the first and last names in the title; but if the work has a known general editor, give only the first name, followed by the words "and others", or their equivalents in other languages, in addition to that of the editor.

Follow the title-page exactly in regard to use of long s, and of v for u and i for j in books of all dates printed in Roman type.

138) **Misprints or errors of spelling.** Indicate a wrongly spelled name by adding the correct form in brackets, preceded by "*i. e.*"

139) **Additions to title.** Whenever an entry is to be made under the Merrill number for a place, add the name of that place to the title, if not given there or in the heading.

145) **Titles and title-pages in different languages.** For Swiss serial publications using German and French titles indiscriminately, use the German.

In all cases, quote in a note the unused title, abbreviated if necessary.

148) **Edition.** Copy the statement specifying the edition without abbreviating it. When a title-page has no statement of edition, but the book is known to be in other edition than the first, add the edition in brackets.

In the case of completed works in several volumes give in the title the first and last volume numbers, if they occur on the title-pages.

IMPRINT, COLLATION, SERIES NOTE

152) Omit from imprints and notes such words as Inc., Ltd, E. V., G. m. b. H., in name of publishing firm or printing house, unless it is the only designation besides a single name.

Use initials only for publisher's or printer's forenames; but in case of doubt as to whether a name is a forename or the name of another member of a firm or the first part of a compound surname, give it in full.

When no publisher is given, give the name of the printer, adding [*print.*] unless the name of the firm shows that it is a printing, not a publishing firm.

Such phrases as, "Published by", "Verlag von", etc., are to be retained when the publisher is a society or institution, but not in the case of commercial firms.

The phrase "Printed by" must always be given in the imprint; a phrase like "Printed and sold by" should not be given in the case of modern books, but should be given for books printed before the year 1801.

Capitalize always the first word following the name of the place.

See also 109.

150–157) **Place. Publisher. Date.** *L. C. supplementary rule 12* (p. 47–49). 3) In case of books in several volumes, with different places or publishers or both, give the place and publisher of the first volume in the imprint, the others in a note, except when the book has only two volumes, in which case give both statements in the imprint.

When a book is printed in one country and published in another by a publisher who does not have an office in the country where it is printed, give both printer and publisher.

7) add: When a book is issued only for the use of a public body, state the fact in a note.

13) When a book is published for its author or for a society through a business firm, state the fact in a note if not given in the title or imprint.

DATE. 1) When the date of issue of the earliest or latest part of a work differs from that on the title-page of the complete work, add it in brackets.

158–165) **Collation.** *L. C. supplementary rule 1* (p. 51–54).

PAGING

1) Give paging for all publications in one volume, whether serial or non-serial, and for non-serial publications in more than one volume if the contents are brought out, if illustrations require special mention, or if the work is of particular value or bibliographical interest; if the contents are brought out give the collation in the contents note.

2) If a work is in course of publication, let the collation begin with the words **"Library has,"** followed by the number of the earliest volume or part in the Library, and, in the case of a serial, by the year or years covered by it, stating the month of the earliest issue in the case of a monthly or weekly publication. When such a work is complete to date from the first or any other volume, say: **"Library has** . . . *to date*" or " . . . *and from* . . . *to date*." If the volume covers a definite period, use the dash (–) between inclusive dates whenever the period is coterminous with the calendar year, the fractional mark (/) when it is not. For an incomplete work not catalogued as continued, give in the collation an exact statement of the volumes in the Library, unless the Library has the larger part thereof. In this case, as well as when such a work is incomplete, the collation may contain a general inclusive statement, the missing volume or volumes being given in a note. Say "vol." not "v.", for volume.

3) Cancel the word "printed".

4–6) Cancel.

7) The fact that a book has especially valuable matter on end papers, or that its plates are accompanied by guard sheets or leaves with descriptive letterpress is to be mentioned in a note.

If a book is printed on only one side of the leaves, state the fact in a note. If columns, not pages, are numbered, state the number of columns as given and add in brackets the actual number of pages. Do not abbreviate the words "columns" and "leaves." If advertising matter is paged consecutively with the text, give the total pagination in the collation and the advertising pages in a note.

ILLUSTRATIONS

1) When some plates are colored and numbered by themselves, state number in each group; if numbered with the others, say "part col."

4) Follow Library of Congress Supplementary rules: Collation, cards 4–8, a1—but: If a work in several volumes is of special value or bibliographical importance, give the number of plates, etc., in each volume.

Do not mention illustrations, nor specify plates, maps, etc., in the case of a current serial publication, unless they are a real feature of it; full statement may be made in the case of a discontinued serial of great value or rarity.

5) When one or more plates have more than one illustration, diagram, etc., and the number of single items are brought out, say, *e. g.*: "xvii diagr. on 10 plates," but the fact that plates have illustrations, diagrams, etc. on both sides need not always be stated.

When a single map is cut in several pieces, describe as "1 map in 4 sections": when a map of a given locality is issued in several sheets (*i. e.* individual maps), to show various geographical or physical conditions, describe as "4 sheets."

In the collation for a geographical atlas, say "sheets" if the title is "Map", otherwise say "maps".

CONTENTS, NOTES, ADDED ENTRIES, ANALYTICAL ENTRIES, REFERENCES

166) Do not use elision marks in series notes, or in the "At head of title" note if standing for series note.

167) **Contents.** If the separate articles are numerous and of small importance, contents need not be given. Give always contents for works in several volumes if they have separate titles, whether on separate title-pages or not.

168) **Notes.** In case of reports and similar publications, state in a note "Report year ends —," or "Report year irregular", as the case may be, unless published irregularly at intervals of more than a year.

Give notes to non-serial publications in the following order:

1. Collation, including series, "in" or "with" note.
2. "Paged continuously."
3. Place of author's name, pseudonym, anonymous, etc.
4. "At head of title".
5. Title variations.
6. Editors, translators, etc.
7. Editions: different, limited.
8. Thesis.
9. Reprint; extract; supplement; "originally published as —", etc.
10. More than one language.
11. Various places, publishers or dates.
12. "No more published."
13. "With this:"
14. Contents: a) single items; b) full contents.
15. Special information; peculiarities of copy in hand, etc.
16. "Another copy."
17. Imperfections.

Give notes to serials in the following order:

1. Collation.
2. "Caption" or "Cover-title".
3. "At head of title".
4. "With supplements bound separately."
5. Editors.
6. Statement of issuing body or bodies of which serial is organ.
7. Variations in title, binder's title, etc.
8. Changes in collation: "Published as supplement to".
9. Frequency of publication; report year.

10. Series; "continuation of"; "continued as"; "ceased publication".
11. Contents, bibliographies, etc.
12. Indexes.
13. Editions, changes in imprint.
14. Miscellaneous notes.
15. Imperfections.

169) **Added entries.** Make, further, added entries in the following cases: for biographies under the biographee; for histories of corporate bodies under the subject; for books printed before 1601 under the printer; for books issued in a publisher's series under the series title, if the series, taken as a whole, covers a distinct division of knowledge, or if its title suggests an independent work rather than a series, *e. g.* Encyclopédie scientifique.

170) **Analytical entries.** Do not make analytical entries for articles clearly outside the scope of the Library, even though they be printed in serials that are regularly analysed, either by this Library or by the Library of Congress or the A. L. A. Publishing Board. Do not make analytical entries for single dissertations shelved as parts of sets regularly sent to the Library by the respective universities, if they are reprints from serials in the Library. But make such entry for any article or dissertation, if requested by the Reference Librarian.

171) **References.** When the name of a corporate body or the title of an anonymous publication begins with a personal name consisting of both fore- and surname, with the forename first, give added entry or reference from the surname. Make references from the names of government institutions, and from the names of government offices which from their names might be taken for institutions.

CAPITALS, PUNCTUATION, FIGURES

172) **Capitals.** *L. C. rules* (p. 57–59).

g) add at end: "and in German when part of a title or name."

k) add "German" after "English" in both paragraphs; cancel "German" in third line of first paragraph.

l) cancel "German and".

m) add after "etc." in first paragraph: "and in English and German all substantives and adjectives in such names"; omit everything from "proceed" on third line of p. 59, to and including "b) in headings" in sixteenth line.

p) add "German" after "English"; cancel "not" in second paragraph.

r) cancel.

173) **Punctuation.** *Brackets.* Indicate supplied volume numbers by brackets when they occur in other notes than the collation. Use angle brackets < > according to L. C. practice, as indicated in foot-note.

174) **Figures.** In titles follow the title-page always. In contents follow the form given in the book.

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